

# Technical Editing

## Course Outline

### Primary Course Objectives

- Develop understanding of editing and its role in document development, publication, and use
- Copymark a document using the established symbols and conventions
- Know the function of style sheets for a document and how to create and use one
- Identify reasons for editorial recommendations and edit objectively rather than arbitrarily
- Increase mastery of grammar, mechanics, punctuation, and spelling

### Class Schedule

Week	Chapter	Chapter Title	Read Before Next Class	Homework—Bring to Next Class
1	1 2	Editing: The Big Picture Readers, Users, Browsers, Problem Solvers	<ul style="list-style-type: none"><li>• Read Chapter 4</li><li>• Read Chapter 7</li></ul>	<ul style="list-style-type: none"><li>• D&amp;A 1 &amp; 5</li><li>• D&amp;A 1</li></ul>
2	4 7	Copymarking: Hard Copy Basic Copyediting: An Introduction <i>Quiz on reading assignment</i>	<ul style="list-style-type: none"><li>• Read Chapter 8</li><li>• Read Chapter 9</li></ul>	<ul style="list-style-type: none"><li>• D&amp;A 3</li><li>• D&amp;A 1, 2, 5</li></ul>
3	8 9	Copyediting for Consistency Spelling, Capitalization, and Abbreviations <i>Quiz on reading assignment</i>	<ul style="list-style-type: none"><li>• Read Chapter 10</li></ul>	<ul style="list-style-type: none"><li>• D&amp;A 1 &amp; 5</li></ul>
4	10	Grammar and Usage <i>Quiz on reading assignment</i>	<ul style="list-style-type: none"><li>• Read Chapter 11</li><li>• Read Chapter 12</li><li>• Read Chapter 13</li></ul>	<ul style="list-style-type: none"><li>• D&amp;A 1-3</li></ul>
5	11 12 13	Punctuation Quantitative and Technical Material Proofreading <i>Quiz on reading assignment</i>		<ul style="list-style-type: none"><li>• D&amp;A 1</li><li>• D&amp;A 5 &amp; 6</li></ul>
6		Review and Final Exam		

### Grading Criteria

Category	Points	Total Points	Percentage Range	Points Range
Attendance	10 points per class	60 points	A=90-100%	234-260
Participation	10 points per class	60 points	B=80-89%	208-233
Quiz	10 points per quiz	40 points	C=70-79%	182-207
Final Exam	100 points	100 points	D=50-69%	130-181
<b>Total Possible</b>		<b>260 points</b>	F=<50%	<130 points

### Required Text

Technical Editing, third edition  
By Carolyn D. Rude  
Published by Allyn & Bacon

### Instructor

Bill Wood ([billwood323@yahoo.com](mailto:billwood323@yahoo.com))

Or leave phone message at LTU, Irvine Campus—(714) 427-0588